

**JOB DESCRIPTION
CITY OF MURFREESBORO
SAFETY DIRECTOR**

1. JOB TITLE: SAFETY DIRECTOR

- 2. DEFINITION:** This is a staff position safeguarding the health and safety of City employees and maintaining City compliance with applicable laws and regulations. The position reports directly to the Risk Manager and City Attorney and works closely with the department heads and entities covered by the City's Self Insurance Fund to provide them with professional and technical support. All employees are responsible to the City Manager. This position is classified as Exempt for purposes of the Fair Labor Standards Act; as having no significant occupational exposure to bloodborne pathogens; and, as Safety Sensitive, the employee is subject to pre-employment, post accident, reasonable suspicion, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION

- a. The employee must be capable of supervising the correct operation of the various items of safety equipment as well as personal protective equipment utilized by City personnel; capable of operating a personal computer, a photocopying machine, the telephone, digital camera and other modern office equipment as required; own and be licensed to operate a personal vehicle.
- b. Extensive field work will be required wherein the employee may be exposed to inclement weather as well as to hazards associated with various City departments, facilities and activities.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Conducts scheduled and unscheduled on-site inspections of all City work areas and recommends preventive measures to reduce safety and health risks and to ensure compliance with TOSHA and other applicable laws and regulations. Prepares inspection reports; disseminates them to affected departments; monitors corrective action taken; and, creates, maintains and reviews reports and TOSHA records.
- b. Develops and implements safety and training programs and materials for all City employees, tailored to meet City-wide, departmental, and specific job duties.
- c. Oversees safety training and orientation through regularly scheduled meetings and training classes as required by federal, state, and local agencies using lectures, real time demonstrations and audio visual materials. Also oversees "tailgate" or "coffee break" meetings. Develops, implements, conducts and/or supervises site specific safety training for various job locations within the City. Topics include but are not limited to: CPR, first aid, confined space, lock-out tag-out procedures, vehicle operation, gas handling, emergency response, right to know, bloodborne pathogens and personal protective equipment.

- d. Establishes procedures to insure that accurate records of all formal training and safety meetings are maintained. Conducts periodic audits of departmental records related to safety.
- e. Develops and implements, or coordinates, programs and/or standard operating procedures to ensure the safe handling and use of hazardous chemicals, equipment and materials in areas subject to biological, chemical, electrical, fire, mechanical, physical and vehicular hazards.
- f. Keeps abreast of federal, state, and local regulations related to employee safety and health issues and initiates actions required to ensure that the City conforms with such laws and regulations.
- g. Prepares reports required by federal, state, and local regulations. Maintains or assists in maintenance of Material Data Safety Sheets and other records as required.
- h. Conducts and/or coordinates on-site investigation of on-the-job accidents by City employees and insures that accident reports are properly prepared. Analyzes causative factors and recommends preventative measures. Provides follow up on corrective actions taken.
- i. Attends seminars, training schools, workshops, meetings, etc., as required to stay current with safety and health issues, developments and regulations.
- j. Works effectively with employees, regulatory agencies and the general public on safety and health issues related to the City.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Assists and or coordinates with other cities, counties, and agencies in safety and health matters of mutual interest.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. High School graduation required. Four-year college degree with a major in industrial safety or a related field is preferred.
- b. Must have a minimum of five (5) years of work experience in safety, loss prevention, risk management or similar relevant field. Experience with governmental operations preferred.
- c. Training and professional certifications in safety, health and/or risk management fields desirable.
- d. Must be at least twenty-one years of age.
- e. Must have legal authorization to work in the United States.
- f. Must be able to communicate effectively in English, orally and in writing.
- g. Must have good research, analysis and writing skills.
- h. Must be able to teach in an effective and informative manner.
- i. Must own and drive a personal vehicle.
- j. Must have a driver's license valid in the State of Tennessee.

- k. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- l. Must be able to make frequent trips to all departments as well as all departmental work sites (improved and unimproved work sites) in all weather conditions.
- m. Must be able to report for work and perform assigned duties for the entire normal business day, to work a flexible work schedule with occasional evening and night work, and to travel to and attend out of town seminars and conferences.
- n. Must have the ability to exercise good judgement in evaluating situations and making sound decisions.
- o. Must be able to perform in stressful situations and under deadlines.
- p. Must be able to concentrate and accomplish tasks despite interruptions.
- q. Must have a good reputation for and ability to maintain confidentiality and a good moral character.
- r. Must demonstrate good temperament, judgement and human relation skills and be able to tactfully communicate and deal with employees, regulatory agencies and the public.
- s. Must be able to select, evaluate and supervise operation of all safety and training equipment.
- t. Must be able to operate personal computers and other standard office equipment.
- u. Must have knowledge of or the ability to learn standard software database and word processing programs including Word, Access and Excel. Must have ability to draft and type, at reasonable speed, reports and correspondence.
- v. Must have knowledge of OSHA and other regulations applicable to variety of local government workplaces and ability to perform inspections accurately identifying any deviations from regulations and appropriate and cost effective corrective measures.
- w. Must have ability to learn City's policies and personnel procedures.

Exempt
Safety Sensitive
August 26, 2005